

INFORMATION TO BE SUBMITTED

In an effort to expedite the payment of Gymnasium Fees for US Army Cadet Command cadre, the following electronic submission is requested:

ONLY FORMS REVIEWED AND EMAILED BY THE PMS WILL BE PROCESSED

EMAIL forms to Ms. R. Rose-Spencer, rosemarie.rose-spencer@monroe.army.mil or Ms. Gwen Walthes, Gwendolyn.Walthes@monroe.army.mil

1) **School Information:**

This is a bill from _____ (institution) for 12 months of Gymnasium Fees (School Year 03/04) dates: _____ to _____ for US Army Cadet Command faculty members.

2) **School Finance Office Information**

Yes ___ No ___ Partnership School. If yes Host School Name _____

School Name: _____

Gymnasium Point of Contact: _____

University Mailing Address: _____

Federal ID Number: _____

(Over \$2,500) Cage Code Number _____ POC Email _____

Telephone number: _____ Fax Number: _____

3) **Method of Payment School Will Accept**

This institution accepts the following forms of payment:

Accept Government Credit Card _____ Yes NO _____

Accept Government Check _____ Yes NO _____

4) **Gymnasium Fees are Paid for the Following Individuals: ONLY**

FULL TIME Active Duty/Active Duty Guard And Reserve/ the Army/and Gold Bar Recruiters (must be assigned to USACC and on the TDA)

Annual pass for GB recruiters will be transferred to incoming GB ___ Yes ___ No

Name/Rank	Total Fee	Start Date	End Date
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TOTAL FEES _____

UPDATE _____ Yes _____ No

PROFESSOR OF MILITARY SCIENCE APPROVAL ☐ YES ☐ NO